



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist V
(Director of Systems Management)

OPEN DATE: 4/14/2023
CLOSE DATE: 5/12/2023

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

NUMBER: 23-27
JOB CODE: A6700

SALARY

- Range 85 (\$83,004.00 - \$139,660.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master's degree in a human services field, Business Administration, or Public Administration.
- 72 months or more experience in the administration and/or management of Medicaid Waivers, including developing and interpreting policy or procedural requirements; or waiver management for a state agency or state/federal Medicaid agency; or administration and/or management of Medicaid State Plan services.
- 48 months or more experience in an administrative or supervisory capacity.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

SPECIAL REQUIREMENTS

- Ability to work flexible hours, including before and after the established work hours.
- Ability to travel within the state of Alabama, which may include overnight stay and possible out-of-state travel.



KIND OF WORK

- This is a high-level administrative and supervisory position serving as a member of the Executive staff under the direct supervision of the Associate Commissioner.
- Works with the Associate Commissioner for DDD and senior staff, Medicaid agency staff, key consultants, and stakeholders in setting the vision and priorities of the program and shaping policy and practice among affiliated direct service providers.
- Provides management and direction for the ID/LAH Waivers by planning, organizing, developing, and implementing the ID/LAH Waivers to provide HCBS Settings Rule-compliant community services to individuals with I/DD.
- Coordinates the review of rate methodologies and rates in collaboration with DDD's fiscal staff, ADMH budget staff, consultants, and Alabama Medicaid as needed and required by CMS.
- Collaborates with Functional Analysts to address case management system (ADIDIS) needs to include development, design enhancement, report requests, developing training, and training end users.
- Works closely with AMA to prepare waiver amendments, applications for renewal, and other quality and evaluation reports for submission to CMS and ensure reporting is timely and accurate.
- Coordinates the collection of documentation needed for quality assurance strategies; develops data collection and reporting mechanisms outlined by CMS guidelines; and respond to state and federal Medicaid questions and inquiries.
- Conducts a regular review of program rules and regulations, makes recommendations for improvements, research practices in other states, and maintains expertise in national best practices related to Long Term Service and Support/HCBS programs for individuals with I/DD.
- Collaborates with governmental agencies in the planning and development of the Community Waiver Program (CWP) and its service delivery systems, including case management and direct service provider network.
- Provides oversight and supervision to assigned staff.
- Provides information or evidence for legal proceedings pertaining to the operations of the DDD.
- Provides technical assistance to colleagues, providers, support coordinators on waivers, and Medicaid state plan services as required.
- Maintains current knowledge of developments and trends regarding waiver policy and services.
- Participates in other special projects as assigned by the Associate Commissioner for DDD.
- Promotes the department's mission, initiatives, and the Associate Commissioner of DDD directives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the mental health and I/DD service delivery system.
- Knowledge of the Human and Community Based Services Rule (HCBS) issued in 2014.
- Knowledge of the Medicaid State Plan.
- Knowledge of Medicaid Home and Community-Based services for persons with I/DD, including case management and effective/cost-effective provider service delivery models.
- Knowledge of and ability to develop and prepare waivers.
- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to I/DD treatment services including confidentiality, privacy, and other client rights issues.
- Knowledge of evaluation and monitoring strategies and methodologies.
- Knowledge of funding systems at the federal, state, and local levels.
- Knowledge of and experience in working in/or with Medicaid or disability-related programs, including service providers.
- Ability to work and perform assigned duties with minimal supervision.
- Ability to maintain a strong work ethic, be self-motivated, and work well with teams.
- Ability to maintain accurate records and develop reports.

- Ability to supervise and evaluate the work of others.
- Ability to communicate effectively verbally and in writing, including the ability to develop and implement policies, procedures, and guidance documents.
- Ability to effectively develop, organize, and conduct meetings, training, and workshops.
- Ability to manage and prioritize multiple projects, while meeting timeframes/deadlines.
- Ability to provide training and technical assistance.
- Ability to establish and maintain effective working relationships with colleagues, individuals and their families, high-level staff, stakeholders, service providers, agencies, organizations, other state-level staff, committees, and the public.
- Ability to use a personal computer, MS Office Software, and the internet.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.